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ABSTRACT

The manual is prepared for use in courses taught at the annual workshops sponsored by the Michigan Department of Education, Bureau of Library Services, for those public library personnel who need state certification. It includes the following sections: (1) The Public Library, (2) Selecting Materials for a Library, (3) Organization of Library Materials, (4) The Use of the Library Collection and (5) Library Management. (MF)

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M A N U A L

O F

P U B L I C L I B R A R Y P O L I C I E S A N D P R O C E D U R E S

PREPARED FOR

PUBLIC LIBRARY BEGINNING WORKSHOPS

MICHIGAN DEPARTMENT OF EDUCATION
BUREAU OF LIBRARY SERVICES
735 EAST MICHIGAN AVENUE
LANSING, MICHIGAN 48913

Rev. 1971

LI 002 809

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The manual has been prepared for use in courses taught at the annual workshops sponsored by the Michigan Department of Education, Bureau of Library Services, for those public library personnel who need state certification.

A representative group of librarians helped in developing the outline for the manual. While the manual has been revised since that time, their ideas of good library service are still basic.

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PART I

THE PUBLIC LIBRARY

THE PUBLIC LIBRARY

DEFINITION

The Public Library is a community center open to all citizens young and old and offers materials for cultural development, educational and recreational opportunities. It is a tax supported service open to the public.

The Library supplies books, magazines, and newspapers for both reading and reference. Pictures, phonograph records, maps, films, filmstrips, slides and other types of A-V material may be available for use by the community residents.

Services are offered as well. Story hours, discussion groups, reading clubs, displays, talks, reading guidance and book lists are some of the activities sponsored by the Public Library to encourage and guide readers of all ages. Service to prisons, to the handicapped at home, hospitals and to the disadvantaged are considered part of the library program.

In addition to the Public Library, the community often has a number of other libraries, for example; school, college, community college and museum. The Public Library cooperates with them as a part of a network to meet the community's needs.

The Public Library may also be a member of a system thus giving it access to larger collections of materials, "hot-line" service to the State Library, and the professional services of librarians working from the system headquarters.

Another source the Public Library may use to implement its collection is the State Library, which lends needed materials.

LIBRARY SYSTEM

A "Library System" can be defined as a group of libraries joined together in a cooperative effort to provide better library service.

Patterns of organization may differ. For instance, larger cities and counties may have a central library and branches constituting a single legal agency which may be referred to as a library system. Or, several libraries retaining their own identities can join together in a federation or cooperative to set up a plan of service as a federated system.

If two or more local governments merge to form a single library system, the organization is termed a consolidated system, but no matter how the system is formed, the goal is the same -- better service.

The Federal and State governments through the agency of the State Library have assisted financially in the development of systems.

STANDARDS OF SERVICE

A community is entitled to library service which can be measured by studying the national and State Library standards.

The national standards adopted by the American Library Association represent an attempt to define the minimum in service that every community should have in terms of:

1. Quantity and quality of books available;
2. Adequacy of building and equipment;
3. Organization and control of materials;
4. Qualification of library staff; and
5. Services offered.

Each principle cited in Minimum Standards for Public Library Systems, published by the American Library Association in 1966, can be used as a basic guideline in establishing levels of service and should apply to all ages and groups.

The emphasis in the criteria is public service through the system principle, but independent libraries should evaluate by these standards as well. It is recognized that libraries differ as communities do, but the Minimum Standards can be used as a tool by each to develop the quality of public library service to which the people in every community are entitled.

THE LIBRARY BOARD

As representatives of the community, the library board of trustees is legally responsible for administering the library's funds and property, formulating the library's policy (with assistance from the librarian), and hiring the head librarian.

The library board should be aware of the American Library Association Standards for service, community needs, and new ideas in library planning.

"A good trustee works closely with the librarian, giving thoughtful consideration to his reports and recommendations and relying on him for conscientious administration in harmony with the board's decisions." This quotation is from the Michigan Library Trustees Manual published by the Michigan Department of Education, Bureau of Library Services, which describes characteristics needed and the nature of their duties.

THE LIBRARIAN

Interest in people and the ability to understand them are the characteristics needed in a good librarian. To work successfully with staff and patrons, from preschool child to senior citizen, is of prime importance and as essential as knowledge of books and the techniques of using them.

Reading, though, is necessary and the librarian should read widely and objectively. Knowledge of the community and of current events allows better book selection for the library.

The requirements of a good administrator -- willingness to change and adapt, leadership, imagination -- are required of a good librarian, as well.

Educational backgrounds of librarians will vary, but the professional librarian possesses an undergraduate degree plus a graduate library degree from one of the many library schools accredited by the American Library Association.

THE LIBRARY STAFF

Members of the library staff are public servants responsible to all in the community. Under the leadership of the head librarian, the staff should be alert to current trends, be aware of the characteristics of the town or city, and constantly be evaluating the library's service and standards.

Cooperation with businessmen, civic and education leaders -- in fact, all citizens -- is essential. Through personal contacts, articles and displays, it is possible to publicize the resources of the library, develop good relations and create curiosity.

If the librarian and staff have been active and have been studying the community, suggestions made by the librarian to his library board will have more validity. The library board of trustees can make policy then, not only from their own observation, but also from the thoughtful comments of the librarian.

The essential qualities which all staff members should develop are friendliness plus intelligent service. These are basic requirements.

FRIENDS OF THE LIBRARY

Persons who are interested in libraries can often join local groups called Friends of the Library. These organizations cooperate with the librarian and library board of trustees to improve and expand library services. They may sponsor educational programs, furnish library equipment, provide special collections or services, supply promotional material and support a building or improvement plan.

THE STATE BOARD OF EDUCATION

The State Board of Education is the governing board of the Michigan Department of Education and the State Library is a Bureau of that department. It is responsible for a program of supplementary services to libraries and library systems throughout Michigan and has the legal responsibility for development of public and school library service throughout the State.

It is authorized to administer and distribute state aid grants to public libraries and federal grants to public libraries and school libraries.

The State Board of Education is authorized by law to set standards for public libraries and to certify library employees. The Compiled Laws of the State of Michigan and the Michigan Administrative Code contain specific authorization for the application of these standards to the distribution of state aid grants and penal fine money.

THE STATE LIBRARY

The State Library is administered by the State Librarian who reports directly to the Superintendent of Public Instruction and attends meetings of the State Board of Education when library matters are on the agenda.

The major sections in the Library are Reader Services, the Consultant Section, Technical Services, the Library for the Blind and Physically Handicapped, and the Law Library. There is an Upper Peninsula Branch located at Escanaba.

LIBRARY ASSOCIATIONS

Librarians and trustees benefit from attending meetings and belonging to library organizations. Associating with other librarians and trustees in system events, at state meetings of the Michigan Library Association, and at the annual conference of the American Library Association allows exchange of ideas and occupational information. Attendance at conference as well as workshops should be encouraged. Reimbursement for travel and expenses for the librarian and/or trustee can be considered a worthwhile expenditure to be included in the library budget.

THE AMERICAN LIBRARY ASSOCIATION

The American Library Association (founded in 1876) is an organization of libraries, librarians, library trustees and others interested in the responsibilities of libraries for the educational, social and cultural needs of society. The association is the chief spokesman for libraries in North America.

Its purpose is to aid in making books and ideas vital, working forces in American life; to make libraries easily accessible to all people; to improve professional standards of librarianship; and to develop and publish materials useful in library service.

The association accomplishes its purpose by:

1. Establishing standards of service and support for better libraries.
2. Improving the training of librarians through accreditation of library schools.
3. Promoting public understanding of library services.
4. Working for federal legislation which will promote good library service.

MICHIGAN LIBRARY ASSOCIATION

The Michigan Library Association, the professional organization of the state for librarians, is divided into six Divisions which represent the broad spectrum of librarianship throughout the state. These Divisions are: Academic, Friends, Public Libraries, School Libraries, Special Libraries and Trustees. Membership dues are based on the salary scales of the librarians, and membership includes the right to belong to a Section as well as a Division.

The Sections are set up to cross Division lines and represent Audio-Visual, Junior Member Roundtable (less than five years' experience in library field or under thirty years of age), Reference and Technical Services. There are also Roundtables -- Children's Roundtable Services, Community College Roundtable, Systems Roundtable, and Southwest Michigan Roundtable.

The Association publishes a quarterly magazine, The Michigan Librarian, and dues include a subscription to this magazine. Yearly, the MLA sponsors a Conference giving a librarian an opportunity to share experiences with other librarians in the state. This is held in the Fall of the year, and usually each Division has a Spring meeting to further professional growth. The MLA maintains a full-time Executive Office and Executive Secretary in Lansing who acts as a lobbyist for the Association whenever there is legislation concerning libraries. The support of all professional librarians, board members and friends of their state association enables it to be a more forceful representative of libraries throughout the state.

PART II

SELECTING MATERIALS

FOR A LIBRARY

SELECTION OF MATERIALS

Librarians have always considered books and magazines for their institutions. Now modern technology and new techniques in instruction make it necessary to consider audio-visual materials.

Even in small libraries there are records, framed pictures, filmstrips and other audio-visual materials.

However, books still are primary and will be discussed first.

BOOK SELECTION

Choosing the books for a library is one of the most difficult, yet enjoyable, tasks a librarian can perform since there are so many factors to be considered. In order to approach selection intelligently, the librarian should have an understanding of the community, a wide knowledge of books, a curiosity and interest in current events and trends and, above all, objectivity.

Selection may be made by an individual in a small library, or through cooperative effort in a single library or on a system level.

Final decisions, however, rest with the librarian.

BOOK SELECTION POLICY

The librarian and library board of trustees often express a philosophy of selecting materials for their library. Some libraries do not have any such philosophy, but it is wise to have one. A book selection policy should be formulated only after both librarian and trustees have examined the community and decided on the library's objectives and services.

A written book selection policy allows:

1. Continuity of good book selection principles even if the librarian or trustees change.

2. Protection in censorship controversies.

Usually, the librarian writes this statement or policy in draft form. The Library Board of Trustees reviews it, revises if necessary, and adopts it.

What Should the Book Selection Policy Include?

Policies vary just as libraries, but some of the following points ought to be included:

1. A statement based on, or endorsing the American Library Association's Library Bill of Rights and Freedom to Read.

2. A statement regarding exclusion of types of materials.

3. Standards of purchase for children and young adults.

4. A statement regarding gifts to the library.

The problems of selection in these changing times can be both challenging and perplexing. It is the librarian's duty to select for the whole community, not just for himself or a small segment. In doing this, he may purchase books which are shocking to some of the readers. However, if these meet the standards of the written selection policy and meet the needs of the community, the librarian is justified in purchasing the titles.

Principles of Book Selection.

The librarian is responsible for book selection. The staff and members of the community, including board members, should contribute suggestions, however.

A librarian needs guidelines for selecting books. Some of them have already been stated, and the following principles were suggested by the Intellectual Freedom Committee and the Public Libraries Division at a Book Selection Work Conference in July, 1955:

1. The selection of all library materials should be as objective as possible. Selection which is affected by one's own prejudices is an act of censorship.

2. A thorough knowledge of the library's collections, their relationship and over-all balance is necessary to good book selection.

3. Good book selection is based on a thorough knowledge of the community's needs, resources, and problems.

4. In selecting materials on controversial issues, the library must present all sides of the issues.

5. In book selection, popular demand must be recognized to the extent of maintaining community interest in, and support of the library. Book selection by popular demand, however, must still be guided by consideration of merit, use and balance.

6. Materials selected should be judged upon their authoritativeness and effectiveness of presentation. Each must be considered as a whole and not judged by any one of its parts.

7. The book budget should be expanded in such a way that the various demands made upon it are proportionately served. For example, in the area of controversial materials, a limited budget does not excuse a one-sided collection.

8. Since guidance is implicit in selection of materials for children and young people, book selection policy may differ for these and the adult groups.

9. Gifts to the library should be judged upon the same basis as purchased materials.

EXCERPTS FROM PUBLIC LIBRARY BOOK SELECTION POLICY STATEMENTS
(Selected from Carter & Bonk, 3d ed., Building Library Collections, Scarecrow Press, (1969)

Authority

Ultimate responsibility for book selection, as for all library activity, rests in the Director, who operates within the framework of policies determined by the Board of Trustees.

-- Enoch Pratt Free Library

The privilege and responsibility for selection of books and other library materials for purchase belongs to every member of the staff. This is based on the assumption that no one person, nor few persons, can know enough about all subjects, nor the reading needs and desires of all people, to be qualified to assume all responsibility for book selection.

--Oklahoma City Public Library

It is considered desirable to insure maximum participation of professional staff members in the reviewing process. Wide reading of books is encouraged despite the delay involved, since an informed staff contributes immeasurably to intelligent use of the book collection.

-- New York Public Library

Adult Book Selection

Points considered in adult book selection are literary, educational informational and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; and available funds and space. Contemporary and popular authors are included as well as those who have demonstrated enduring worth. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. In the case of controversial questions, variety and balance of opinion are sought whenever available.

-- New York Public Library

Exclusions

If a book is not chosen for the library's collection, it has been excluded because it does not measure up to the library's standards, because the library already has adequate coverage in the subject, or because of budget limitations.

-- Indianapolis Public Library

As a policy, the library does not purchase books written to trade on a taste for sensationalism or which are purely pornographic. On the other hand, serious works which present an honest aspect of some problems or of life are not necessarily excluded because of coarse language or frankness.

-- Stockton Public Library

Textbooks

It is not the purpose of the collection to serve as an elementary of high

school or college supplementary library, although many of its books and materials may so be used. It is the responsibility of the public school system to supply these curriculum materials.

-- Stockton Public Library

Gifts

As a rule, the library accepts gifts without commitment as to final disposition....Generally, collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collections.

-- Stockton Public Library

In determining whether a gift item is to be added to the library's collection, the same standards are applied with respect to a gift as are used in the selection of an item for purchase. The library might decide not to add a volume because it is a duplicate of a title already in the library, or is out of date, or is in such poor physical condition that adding it to the collection would be unwise. If the material presented to the library is useful but not needed, it may be offered to another library or institution.

-- Free Library of Philadelphia

Pamphlets

Pamphlets are acquired to supplement books in subject fields where reference or circulation material of recent date in concise form is essential.

-- New York Public Library

Selection of pamphlets follows the general policies outlined for the selection of books.

-- Enoch Pratt Public Library

Duplication

Every agency responsible for book selection is confronted with the problem of evaluating demands and needs for the duplication of materials. While the problem differs in the various departments and branches, the library, in general, attempts to weigh the specific demand in relation to the total library program and policies. Since titles are admitted only if they meet the standards of selection, they will be duplicated if the demand increases, subject, of course, to budget limitation and to the timely or permanent value of the material. This is true for both fiction and non-fiction. Generally, it is the policy to duplicate such non-fiction titles if there are as many as five reserves on them.

-- Indianapolis Public Library

Religion

In the literature of religion, more perhaps than in any other class, library selection must be broad, tolerant, without partisanship or propaganda, yet consistently directed toward the choice of the best books as regards authority, timeliness, and good literary quality.

-- Cincinnati Public Library

Selecting Books

Librarians in smaller libraries often have a problem if they do not belong to a system since they cannot always see or read the books before ordering them. Aids for selection are helpful in building the basic collection and in purchasing new materials.

Building the Basic Collection

These selection aids listed below are basic and probably should be owned by all libraries. Annotations for these will be found in the bibliography Aids in Book Selection, Library Tools #1.

Children's Catalog, 12th ed. H. W. Wilson Co., N. Y., 1971.
Fiction Catalog, 8th ed. H. W. Wilson Co., N. Y., 1971.
Junior High School Library Catalog, 2d ed., H. W. Wilson, N. Y., 1970.
Public Library Catalog, (formerly known as Standard Catalog for Public Libraries) 5th ed. H. W. Wilson Co., N. Y., 1969.
Senior High School Catalog, (formerly known as Standard Catalog for High School Libraries). 9th ed. Five annual supplements, H. W. Wilson Co., N. Y., 1968-1972.

These catalogs, often called the Standard Catalog Series, can be used when the book collection is being evaluated for reordering or weeding.

Current Book Selection

Selection of the newer titles for a library can be difficult, buth there are some periodicals which will assist the librarian. Aids in Book Selection, Library Tools #1 lists these with comments, but some of the titles are repeated below.

The Booklist and Subscription Books Bulletin, American Library Assn.

Library Journal, published by R. R. Bowker

There are many more books published than can be reviewed, but the New York Times Book Review, Saturday Review, New York Books consider many current titles demanded and needed in public libraries. The reviews are written by specialists for persons interested in books, and not necessarily for librarians.

Publishers catalogs are another source as well as ads or booklists. A librarian should check reviews, though, before purchase or if possible, examine the book.

Book Selection Checklist

Each book suggested for purchase should be checked with demand considered as a factor. If the title requested does not meet the Book Selection Policies for the library, then a librarian is not justified in buying it. However, an honest, objective consideration must be given before making the decision.

These questions should be asked about titles being selected for the Library:

1. What is the purpose of the book?

2. Has it real literary quality? (This may be difficult to answer unless the book is available for examination.)

3. Is the book reliable and accurate? If it is non-fiction, is it written by a qualified person? If it is fiction, is it an honest and unsensational picture of life? If it is fantasy, is it convincing?

4. Is it readable? Is it written in an interesting and appropriate style?

5. Is it up to date? (This point is very important in science and history, for example.)

6. Does it duplicate or does it complement other materials now in the library?

7. Does the community need it? Who will read it?

8. How much does it cost? Is it expensive or cheap in relation to the total amount of money available for books and the use that will be made of this one?

9. Is it well made? Are the paper and print good, the margins wide enough for easy opening and for rebinding, the illustrations clear and attractive?

(These questions regarding format can be answered only when the book is available for examination.)

10. If it is a children's book, are the subject, style and format well coordinated so that the book will appeal to the age level for which it is intended?

Reference Books

Some particular considerations should be employed in purchasing reference books. These are:

1. What are the qualifications of the editor?

2. Has it been published by a reputable, experienced firm?

3. Is it listed in Winchell's Guide to Reference Books or Public Library Catalog?

4. Have there been favorable reviews by the committee of the Subscription Books Bulletin or others as qualified?

5. Does the book meet a reference need in the community?

Caution: Consider each reference book. Do not depend upon unsupported statements by salesmen or friends. Reference books are expensive and need to be selected wisely after thorough checking.

Young Adult Books

The teenager considers himself an adult and the library tries to offer him specialized services. Selection for this age group can be difficult and the same principles of adult selection should apply. However, there are additional guidelines:

1. Look for subjects which appeal to teenagers such as social problems, love, science fiction.

2. If it is a transitional, or junior novel, be sure that it has an adult appearance.

3. By all means, be objective in purchasing titles. Teenagers often are far ahead of the librarian in social attitudes and knowledge of contemporary trends.

Children's Books

Principles of Book Selection should have the same high standards as in the adult and young adult selection. It is important that wise selection should be assured since children are exploring their world and their tastes are being formed.

1. In purchasing new titles, the librarian should avoid those which are condescending, or are oversimplified.

2. Careless mediocrity, or low standards in writing are to be rejected.

3. The librarian ought to reevaluate the collection and consider the classics. Some continue to interest children and endure, but it is today's best books that often speak vividly to today's children, just as yesterday's books were meant for children of a generation ago.

Series books may have a popularity but are to be questioned since they are often shoddy in construction and poorly written.

Book Selection Mechanics

The librarian has the responsibility of maintaining the basic collection and adding new books as they are published. It is a wise policy to buy on a regular schedule -- not only new books but replacements. To assist the process, the librarian often maintains a "consideration file". These are desired titles written on 3 x 5 slips, filed alphabetically. The following information should be included.

Author (full name)
Title
Publisher
Copyright date
Cost
Source of information
Age level
A short comment as to contents
Date when placed in file

Full information saves time for the librarian when he is ready to order.

System Meetings

If the librarian is fortunate to belong to a system, he may have book selection discussions. These conferences are helpful since sharing of ideas is beneficial.

Periodicals

Periodicals are essential to any library collection. This is recognized by the Michigan Department of Education, Bureau of Library Services, and that is why the project of purchasing them for all public libraries in the State was initiated and will be continued as long as funding is available.

Adults enjoy browsing through periodicals and many come to the library for the first time because of them.

They are used extensively by students to supplement information for classes or for information not yet in book form. While periodicals take up a considerable amount of space and are expensive, the librarian needs them to keep the library's collection up to date.

Readers' Guide to Periodical Literature published by H. W. Wilson is an indispensable index. Although not the only index to periodicals, it is an index of general periodicals, and even though the library cannot afford all titles listed, it is useful for reference. It contains full bibliographic information which should be used to request interlibrary loans from system headquarters or the State Library.

Periodical Selection

These points are to be considered in selecting specific titles:

1. Is the periodical indexed in the "Readers' Guide"?
2. Does it meet community needs, interest and demand?
3. Does it duplicate others in the collection?
4. What is the price?

5. Will it be used?

6. Are the facts and information accurate?

7. Does the periodical meet the same standards which you employ in book selection?

Paperbacks

Paperbacks are considered a real joy by most librarians since their purchase allows duplication of popular titles inexpensively, and often titles can be added which could not be afforded otherwise.

Not every title should be purchased in paperback form if hard and long wear is anticipated.

Newspapers

If there is a local newspaper, the library should subscribe and preserve, since it is an invaluable source of local history.

To preserve the older, more fragile issues, the librarian may wish to have them microfilmed for public use.

The library ought to offer the nearest metropolitan daily and the county paper. The Sunday edition of the New York Times could be considered as well for full national and international coverage.

Pamphlets

Pamphlets are usually inexpensive or free and can supplement the library's other collections.

There are some precautions which should be noted:

1. Don't add material of questionable nature just because it is free.

2. Check overly commercial or propaganda pamphlets for misleading information and for usefulness.

Audio-visual Materials

Disc Recordings or Phonograph Records

Recordings are often purchased in the small library and some collections are the result of gifts. Regardless, they supplement the library's collection and often meet a community need. Generally, the offerings are aimed at listening for pleasure.

The collection should be well rounded and represent major works of (1) classical; (2) semi-classical; (3) jazz; (4)folk; (5) contemporary music; (6) recordings of the spoken word; and (7) language.

A selection policy should be established and should follow closely the principles of a book selection policy:

1. The community's needs are to be considered.

2. Library's total objective needs to be examined.

Librarians will discover that recordings are easy to handle, will be popular and need almost no introduction to borrowers.

Framed Pictures, Original Works of Art, and Statuary

Framed reproductions, original works of art, and statuary have become staple items in some small libraries. Building the collection may be costly but some reimbursement often can be achieved by a small rental fee. Selection should be done after asking advice of art historians and other knowledgeable persons in the community.

Films, Filmstrips, Slides, Magnetic Tapes

Some larger libraries may have audio-visual departments and some have special film departments. Generally the small library does not have sufficient funds for these programs.

The smaller libraries may solve the problem by belonging to a film circuit. Michigan has such a film circuit organized in 1961. Any public library or cooperating group of libraries may be a participating member for $400. If there is a vacancy in the circuit membership, the library will be accepted and is added to the routing schedule.

If a library does purchase films, filmstrips, slides or magnetic tapes, these should be examined first hand before purchasing. Producers and distributors are generally cooperative in making their materials available for this purpose. An exception to this are dealers in disc and tape recordings.

The ALA Booklist and Library Journal have regularly scheduled reviews of audio-visual materials.

Special housing and special care, space for viewing and inspection are needed for these materials.

LOCAL HISTORY COLLECTION

Libraries maintain local history collections, some have one or two shelves, others devote a whole room to the subject. Regardless of size, each collection can use the following types of materials.

Local History Collection

A. Published Material

1. Books and pamphlets

a. Histories of the city, town or township and county.

b. Histories of organizations (ladies' clubs, cnurches, industries, business, etc.)

c. Yearbooks or annual reports of schools, churches, industries, etc.

d. Tourist and promotional literature (Chamber of Commerce, tourist association, etc.)

e. Advertising literature.

f. Books written by or about local residents.

2. Government Publications

a. State and federal publications pertinent to the area.

b. City or village, township, county and school district publications. (Annual reports, planning studies, budgets, council proceedings, special studies, etc.)

3. Newspapers

a. Complete back file of local newspaper --put on microfilm.

b. Clipping current issues for vertical file.

c. Anniversary issues.

4. Maps

a. Old

b. Current

B. Census on Microfilm

U. S. Population census schedules for the county - to 1880.

C. Photographs

Old photographs from individuals or local photographers. Postcards with local scenes.

D. Oral History

Tape record reminiscences of individuals significant in community development. Should only be done after study and preparation.

E. Manuscript (unpublished)

1. Records in government offices - city or town hall, county courthouse, such as council minutes, tax rolls, vital records (birth, marriage, death) probate court files, land records (original purchase and transfer). Normally these records cannot or should not be removed from the government office. However, the librarian should know what records are available and how they are used. The State archives should also be contacted to discover what local records are deposited there.

2. State census. Available for some counties, usually in courthouse.

3. Business and organization records.

4. School and church records.

5. Personal and family letters, diaries, scrapbooks, etc.

Manuscript should not be collected unless the library has adequate facilities to store and service the material.

F. Creating research tools

1. Recording cemetery inscriptions

2. Abstracting court records

3. Copying and indexing census, land records and vital records

4. Indexing newspaper

5. Copying family bible records

6. Copying undertakers' records, casket sales

7. Biography file on local residents

8. Genealogy file on local families

These collected materials do not necessarily meet the standards applying to selection in general since sometimes many locally printed items are poorly written but carry information important for background of a region.

PART III

ORGANIZATION

OF LIBRARY MATERIALS

ORGANIZATION OF MATERIALS

Organization of materials includes ordering, receiving, classifying and cataloging and physically preparing library materials.

It takes time, thought, training, and money.

Contracting for Ordering and Processing

A library can save time and money if the library belongs to a system which provides combination of services.

A system headquarters, or a processing center, usually performs the following services:

1. Orders books - a better discount is received if more books are purchased at one time and on a regular basis.

2. Classifies and catalogs books.

3. Types catalog cards and book cards.

4. Pastes in pockets and date slips.

5. Labels spines of books.

6. Puts on plastic jackets.

The cost of cooperative processing depends on the number of libraries and the number of books, but the cost to a member is usually less than doing the work individually.

The use of such service frees the library staff for work with the public.

Commercial Cataloging and Processing

Many firms are making commercial cataloging and processing available to libraries. The Directory of Selected Sources of Supplies and Services, Library Tools #13, lists names of some firms supplying this service.

Ordering Books

Order books regularly. Even libraries with small book budgets should order at least monthly. This keeps new materials on the shelf for the borrower's interest.

Steps in ordering books:

1. Select titles from a consideration file.

2. Arrange the order in the way the processing center or book dealer has decided is most practical. Use a multiple order form.

3. Send the order to the processing center or dealer (jobber).

4. There should probably be an outstanding order file alphabetized by title arranged by date.

If the librarian is not using a commercial cataloging firm or a processing center, catalog cards will have to be ordered from H. W. Wilson Company or commercial services such as "Alanar" service of Bro-Dart Industries. The Library of Congress also supplies catalog cards.

Receiving Books

1. Arrange these new books alphabetically as they were ordered, either by title or author.

2. Pull out order cards from the file.

3. Check the books against the invoice or list supplied by the dealer or system headquarters to verify accuracy.

4. Examine the books for physical defects. Return an imperfect copy in exchange for a perfect copy.

5. Advise the dealer or processing center to cancel out-of-print items. Remove those cards from the on-order file.

6. Approve the invoice and present it to the library board at the board's next meeting. Note the date of payment on the invoice. Keep the invoice for the period of time that the local officials have requested.

7. The on-order cards may be filed in an "orders received" and kept for a year, or at least until shelf-list card and catalog cards are filed.

8. Some libraries maintain a record of cancelled or unfilled orders also.

If the books are completely processed by system headquarters, books are ready for the shelves or new book display.

If the books received need to be processed, these will be forwarded to the cataloging station.

CLASSIFICATION OF MATERIALS

Books

In a library "classification" means arrangement of books by subject. Books about one subject stand together on the shelf and books about related subjects stand nearby. For instance, books about sculpture are shelved together; books about painting pictures are nearby since sculpture and painting are both visual arts.

The classification scheme for books used by most public libraries is the Dewey Decimal Classification and Relative Index. It is so called because it was devised by a person named Melvil Dewey and it divides all knowledge into ten classes.

These classifications are:

000 General Works
100 Philosophy
200 Religion
300 Social Sciences
400 Languages
500 Science
600 Useful Arts
700 Fine Arts
800 Literature
900 History

These ten classes can be divided into ten sections, each of which can be further subdivided decimally.

In the Dewey classification, each digit stands for a subject or phase of a subject. The classification number is made up of at least three digits, the first indication one of the broad fields of knowledge; the second, a major subdivision of that field; the third, a phase of that subdivision. For example:

900 - History - General
970 - History - North America
977 - History - North America - Lake States

To be more specific in a subject more digits can be added to the right of a decimal:

977.4 - History - North America - Lake States - Michigan
977.43 - History - North America - Lake States - Michigan - Detroit

The classifier should know the ten major divisions of the Dewey Decimal Classification; should be familiar with the major subdivisions of each; and also should understand how to determine what classification number to assign.

The Dewey Decimal, Abridged Edition, already mentioned as the basic tool, contains three parts.

I. Introduction. This is a very good discussion of the principles of classification and instruction for using Dewey Decimal Classification.

II. The classification scheme with explanatory notes and cross references.

III. The second half is an index with indication of classification number for each subject listed.

Determining the classification, the classifier should:

1. Examine the material carefully to see what it is about. In addition to the title page, look at the table of contents and preface or introduction.

2. Look up the subject in the Relative Index of the Abridged Dewey; note the classification number indicated, refer to the annotation for this number in the front of the volume to see whether the subject in question does indeed fit the number.

3. Compare this with the library's shelf list to verify that other materials on that subject have the same number.

4. Pencil the classification number in the book. In order to arrange the books within each class, the first initial of the author's last name may be placed below the classification number.

5. See that this number is included on the book card and pocket, catalog and shelf list cards; also that it is labeled on the book's spine.

The class number and author letter that has been assigned to the book are referred to as the "call number".

Adaptations or Exceptions

Libraries often make exceptions in classifying according to Dewey. Among the more common are Biography, Fiction, Children's Books and Reference.

Biography

Dewey puts biography in 920-929. Many libraries use variants of this, such as 920 for collective biography and 921 for the biography of individual people. Others use 92 or B instead of 921. Nearly all libraries place the initial or first two or three letters of the subject's last name under the 921, or 92, or B.

Thus, a biography of Beethoven would be marked:

B B	or	B Be	or	92 B	or	92 Bee	or	921 B	or	921 Be

Reference Books

Also classified by format in addition to subject, is a group called reference books. These are non-fiction books of general information which is especially arranged for quick reference. Some books, such as encyclopedias, dictionaries, almanacs, yearbooks, are used to answer reference questions and, generally, do not circulate. These are separated from the regular collection and are placed as near to the service desk and telephone as possible.

To differentiate from the other books, an "R" is placed above the call number.

Fiction

Fiction is a literary form provided for by Dewey in the 800's. However, most public and school libraries classify it as an unmarked collection: i.e. it is shelved separately from the Dewey-classed books and arranged alphabetically

by author's last name. The author's last name often is lettered carefully on the spine if it is not readily evident.

Children's Collection

Children's books are usually given a double classification: by Dewey and by readership, marking them "J" and collecting them into a special corner or room.

Picture books are sometimes placed separately and often marked "E" for easy classification.

Aids in Classifying

The following publications list suggested Dewey numbers with the title of each book.

Book Review Digest	H. W. Wilson
Book List	American Library Association
The Standard Catalog Series	H. W. Wilson
Publisher's Weekly	R. R. Bowker

Cataloging

The card catalog is an index to the book collection.

Each catalog card or unit card which describes a book contains the same basic information:

Call number
Author's name
Title
Edition -- if there is more than one place of publication
Publisher
Date of publication

This information is essential to each card. Other items may be added if desired.

Number of pages
Statement about illustrations
Name of any series of which the publication is a part
Size of book

Cards should be typed carefully and accurately and should be uniform in spacing so that the catalog will present a neat consistent appearance.

Shelf List

The Shelf List is primarily for the use of the library staff and is a series of cards, one for each title, arranged in the same order as the books stand on the shelves. Fiction is arranged alphabetically by the last name of the author. The non-fiction is arranged by its classification number.

It is a basic and formal record of the library's holdings and, among other things, is useful in determining the value of the collection for insurance purposes.

940.53 Adams, Henry Hitch
Years of deadly peril
McKay, 1969.
559p maps, plans

c.1 9.95
c.2 gift

The shelf list indicates:

1. The number of books the library has by broad classification.
2. How many copies the library has of each book.
3. What year the book was purchased if the librarian considers it useful.

The shelf list should be located conveniently accessible to the librarian's work area.

Author Card

An author card or the main entry card is similar to the shelf list. The basic information concerning copies and prices, etc., however, are omitted.

Most books should be represented in the catalog by at least three cards so that they can be located by author, subject, or title card.

The author card will list on the back of the card (or on the front) the other entries for that book such as title and subject headings. These are called tracings.

Title Entry Card

The card for a title entry is exactly like the main entry or author card except that the title is added on the top line. Almost all books need a title card.

Subject Entry Card

Books about specific subjects should be described on subject cards. If the book is on only one subject, it needs only one subject card. If there are two or more subjects, the librarian should decide how many additional subject entries are needed.

Subject entries are placed above the author's name all in capitals.

Choice of subject headings should be precise and consistent. Sears List of Subject Headings, H. W. Wilson, will indicate which headings are preferred and also other which could be used by patrons but are not used.

Each subject heading when used for the first time should be checked in the book so that the librarian can have a catalog which is consistent.

940.53
A Adams, Henry Hitch
Years of deadly peril. McKay, 1969
559p. maps, plans

WORLD WAR, 1939-1945
t

Author Card

Years of deadly peril
940.53 Adams, Henry Hitch
A Years of deadly peril. McKay, 1969
559p. maps, plans

Title Card

WORLD WAR, 1939-1945
940.53
A Adams, Henry Hitch
Years of deadly peril. McKay, 1969
559p. maps, plans

Subject Card

Cross References

Two kinds of cross reference cards may be placed in the catalog.

A "see" reference refers the patron from a subject heading not used to one which is used.

UNDERWATER PHOTOGRAPHY

see

PHOTOGRAPHY, SUBMARINE

The other kind of cross reference is a "see also". This refers from a subject heading which is used to other subject headings which may also be useful.

U.S. HISTORY-CIVIL WAR

see also

CONFEDERATE STATES OF AMERICA
SLAVERY IN THE U.S.

Classification of Audio Visual Materials

The Dewey Decimal Classification scheme....can be used in classifying audio-visual materials as well as books. Many libraries favor this, since it puts materials on the same subject together.

Others simply assign an accession number which simplifies the storing.

Catalog cards for all AV materials should be included in the card catalog.

Organizing Non-Print Materials

In general classification and cataloging of non-print materials (commonly referred to as "audio-visual" materials) follow the same principles and procedures that apply to the books.

However, non-print materials present some complications and require some adjustments in call numbers and unit cards. For instance, the call number may have not only the classification number and the author's initial, but also the symbol placed above the call number to indicate the type of AV material.

FS for filmstrip; F for film; Rec for recordings, etc.

The principles that apply are the ones that apply to cataloging of books:

1. Keep the cataloging as simple as possible.
2. Be consistent.

Filing

When the catalog cards for new books or materials have been prepared, cards are arranged in the order in which they are to be filed.

Except for the shelf-list cards which are filed in the same order as the books are arranged on the shelf, all catalog cards are interfiled by author, title and subject headings or, as mentioned, the cards may be placed in two files, (1) author and title and (2) subject headings, or three files, (1) author (2) title and (3) subject.

The American Library Association has published the A.L.A. Rules for Filing Catalog Cards. These should be studied carefully.

Some of the rules follow.

FILING CATALOG CARDS
in the smaller library

1. Arrange all entries word by word. The word is the unit rather than the letter. Follow the general principle of arranging nothing before something:

Thus - word by word:	Not letter by letter:
New Amsterdam	New Amsterdam
New England	Newark
New wives for old	New England
Newark	Newman, L
Newman, L.	New wives for old

2. Disregard the initial articles "a", "an", and "the" but consider them when they fall within the line:

Thus:

The boy
The boy and his pets
A boy at Gettysburg
Boy behavior
Boy of the first empire
Boy of yesterday

3. (a) Arrange entries under a personal or corporate author's name first by author followed by works about the author, then continue with subject headings, then title headings beginning with the same word. This brings all authors with the same surname together:

Thus:

Bell, Alexander Graham	by
BELL, ALEXANDER GRAHAM	about
Bell, William Hansell	by
BELL, WILLIAM HANSELL	about
Bell, book and candle	title
A bell for Ursli	title

(b) The above rule may be illustrated further. When the same word is used in different kinds of headings, the order is person, place, subject, title:

Thus:

Maine, Sir Henry	by a person
MAINE, SIR HENRY	about a person
MAINE	place (State)
MAINE	subject (battleship)
Maine, the beautiful	title

4. Under an author's name, arrange cards in two groups. First, all cards for a person as author joint author, compiler, editor, illustrator, etc., subarranged alphabetically by the title of the book.

(1.) Shakespeare, William
Complete plays and poems

(2.) Shakespeare, William
Hamlet

(3.) Shakespeare, William
Macbeth

Second, all cards for works about the author subarranged alphabetically by the main entry of the book.

(4.) SHAKESPEARE, WILLIAM
Chute, Marchette G. Introduction to Shakespeare

(5.) SHAKESPEARE, WILLIAM
Lamb, Chas. Tales of Shakespeare

(6.) SHAKESPEARE, WILLIAM
Neilson, Wm. A. Facts about Shakespeare

5. (a) Arrange initials, single or in combinations, as one-letter words, before longer words beginning with the same initial letter, wherever they occur in an entry. Interfile entries consisting of initials plus words with entries consisting of initials only.

(b) Arrange initials standing for names of organization as initials not as abbreviations, i.e. not as if spelled in full.

(c) Arrange inverted initials standing for author's names alphabetically with other initials, disregarding the inversion and the punctuation.

Example (a) - (c):

A.
A.A.
AAAA
AAA Foundation for traffic control
AAAS Conference of Science Teaching...
AACE
A., A.J.G.
A apple pie
Aa, Pieter van der
Aabel, Marie

6. Arrange <u>given name entries</u> as follows:

   1. Disregard a numeral following a <u>given name</u> except when necessary to distinguish between given names with the same designation. Arrange first alphabetically by the designation, then when there is more than one numeral, numerically by the numeral:

      Charles V, Emperor of Germany
      Charles II, King of France
      Charles I, King of Great Britain
      Charles II, King of Great Britain

7. Arrange abbreviations as if spelled in full: Dr., Mrs., as Doctor, Mistress, St., N. Y., U. S., as Saint, New York, United States, etc.

   Thus: Dr. Jekyll and Mr. Hyde
   Dr. Luke
   Mrs. Miniver
   Mitchell, Margaret
   * Mr. Emmanuel

   *According to the new ALA filing rules, Mr. is now filed as it is spelled rather than as if spelled in full.

   If an abbreviation is not well known, make a cross reference from the abbreviation to the full form:

   A.L.A.
   See American Library Association

8. Treat contractions and elisions as one work; for example: boy's as boys, who's as whos.

   Thus:

   Who killed Cock Robin?
   Who'd be king?
   Who's who

   D'Angelo, Pascal
   L'Aiglon
   O'Brien

9. Arrange names with prefixes (De, La, Le, Van, etc.) as one word,

   Thus:

   La Farge
   Lafayette
   La Fontaine

   and

   Van Bibber
   Vanbraugh, Sir John
   Van Buren, Martin

10. The prefixes "M" and "Mc" are filed as if spelled "Mac",

    Thus:

    McAdams, W.
    MacArthur, Douglas
    McBride, Ernest
    M'Carty, D.
    MacDonald, James
    Macdonald, Zilla

11. Arrange compound words and hyphenated words as separate words thus:

Prentice, William	Flies
The Prentice	Fly-rod casting
Prentice-Hall, Inc.	Flying saucers
Prentice-Hall, W.	

12. Arrange numerals in titles as if they were spelled out in full thus:

1984	(Nineteen hundred eighty-four)
19th century poets	(Nineteenth century...)
101 alphabets	(One hundred one...)
1,000,000 delinquents	(One million...)
1 X 1	(One times one)

13. Arrange signs and symbols according to the following rules:

(a) Disregard signs such as "or ---, at the beginning or within titles and arrange by the word following the signs thus:

And another thing
--- and beat him when he sneezes
And so ... accounting
And they shall walk

(b) Arrange the ampersand (&) as "and", "et", "und", etc. according to the language in which it is used thus:

Art and beauty
Art & commonsense
ART AND INDUSTRY

L'art et la beauté
L'art & la guerre
L'art et les artistes

(c) Arrange signs and symbols that are ordinarily spoken as words as if they were written out, in the context of the title, in the language of the rest of the title:

$$$ and sense	Dollars and sense
% of gain	Percent of gain
$20 a week	Twenty dollars a week
2 X 2 = five	Two times two equal five

14. (a) Arrange subdivisions of a subject after the main heading in alphabetical order. Note: in subjects with period-in-time divisions, the period divisions follow the subject divisions thus:

U.S.-Armed Forces
U.S.-Description and travel
U.S.-Foreign Relations-Treaties
U.S.-History-Addresses and essays
U.S.-History-Drama
U.S.-History-Poetry
U.S.-History-Poetry
U.S.-History-Studies and teaching

U.S.-History-Colonial Period
U.S.-History-King Philip's War 1675-1676
U.S.-History-Revolution
U.S.-History-Civil War
U.S.-History-1945-1953

Chronological arrangement follows U.S.-History-subject arrangement

U.S.-Immigration
U.S.-Library of Congress
U.S.-Population
U.S.-Supreme Court

14. (b) The above rule applies to other main headings where period divisions are used thus:

English fables	and	American Literary Essays
English fiction		American Literature
English fiction - 18th century		American Literature-Colonial Period
English fiction - 19th century		American Literature-18th century
English fiction - 20th century		American Literature-19th century

15. File "see-also" cards after all other cards which are headed by the same word or phrase thus:

Disarmament
Geneva Institute of International Relations
Problems of Peace, Third Series

Disarmament
Green, Wade
Disarmament, the challenge of civilization

Disarmament
Parkin, Frank
Middle Class Radicalism

Disarmament
see-also
Arbitration, International

Source of preceeding rules:

ALA Rules for filing catalog cards. 2nd Edition abridged. c1968 paperback $2.00.

Processing

Processing of books may include:

1. Typing a book card and pocket
2. Labeling of books
3. Stamping the book with library identification
4. Pasting in pocket and date slip
5. Putting on plastic jacket

Evaluate the library's routines. Simplify and be as consistent as possible.

Book Cards and Pockets

The following information should be placed on cards and pockets.

1. Call number
2. Author's name
3. Title
4. Copy number. If the library owns only one copy, this need not appear. Copy 2 (or 3, etc.) would though.

These book pockets and cards may be placed in the front or back of the book. Whichever is chosen, be consistent in practice.

A date due slip may be on the page facing the book pocket.

Library identification should be stamped in the same place in every book.

Plastic Jackets

The cost of plastic book jackets is more than repaid with the increased attractiveness and added life to the book.

WEEDING THE COLLECTION

Definition: weeding a collection means removing worn, unused or outdated books from the shelves.

A mediocre book not read takes up space, costs money to maintain on the shelves and often obscures the newer titles the borrower really wants.

Weeding should be a continuous process.

If a librarian is doubtful about discarding titles, the Standard Catalog Series can be used as aids in checking the books as well as other bibliographic materials.

Materials on Michigan are always retained no matter how old.

MENDING AND BINDING

Unless volunteer or free student help is available, only the simplest mending should be attempted; i.e., mending a page, running paste between the spine and the book cover, or tightening the cover with a strip of double-stitched binding. Heavy repairs such as taping book spines and edges, repairing pages, and erasing take too much time.

Watch for books that need to be mended or rebound while you are discharging books, taking inventory, or reading shelves. Place these books on a "mending" shelf and on a "bindery" shelf.

Mend frequently before tears and breaks are severe. NEVER MEND TORN PAGES WITH SCOTCH TAPE.

Send to the bindery only books which:

1. Have all pages.
2. Are clean.
3. Have good paper.
4. Have inside margins of at least one-half inch.
5. Have good print.
6. Cannot be replaced for a reasonable price.
7. ARE REALLY NEEDED IN YOUR COLLECTION.

Send books to the bindery (after you have a sizeable number) with a list by author and title, and with instructions about the kinds of bindings you want. Keep the book cards in a file labeled "at bindery" and keep a duplicate of the letter and list sent.

Poorly mended books or books too-much mended detract from your library's appearance and appeal, just as worn books do. A library with a small, but attractive collection makes a better impression and is more heavily used than the library whose shelves are crowded with worn out old books.

SHELVING THE COLLECTION

Neatness and accuracy in shelving and filing are absolutely necessary in organizing a library collection for use. A MISSHELVED BOOK IS A LOST BOOK.

THE PERIODICAL COLLECTION

Since magazines form an important part of the public library's reference collection, careful selection is imperative.

It is important to consider whether the periodical is indexed, but it is more important to consider the total collection and the community served.

Placing a Subscription

Even though libraries receive many periodicals through a special Federal project grant administered by the Michigan Department of Education, Bureau of

Library Services, libraries will wish other periodical titles.

1. Choose a subscription agency to forward a periodical order.

2. All subscriptions should be placed so that they expire at the same time of year -- usually the end of a calendar year.

3. If problems occur -- such as not receiving certain issues, write immediately to the agency. These claims should be done very promptly since magazines go out of print rapidly.

Checking In or Receiving Periodicals

Periodical record cards are available from any library supply house for weekly, monthly or daily subscriptions.

These cards are arranged alphabetically by title and should contain the following information:

Title
Agent
Address
Bound
Prepared
Year
Frequency
Subscription date
Numbers per volume
Volumes per year
In bindery

A check and date received is placed in a square for that particular issue.

Periodical Check In Cards

Monthly

TITLE FREQUENCY DATE DUE

PUBLISHER OR AGENT SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T. P.	I.

Weekly

TITLE FREQUENCY DAY DUE

PUBLISHER OR AGENT SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
			1													
			2													
			3													
			4													
			5													

Daily

TITLE FREQUENCY

PUBLISHER OR AGENT SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

YEAR	VOL.	MO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		JAN.																															
		FEB.																															
		MAR.																															
		APR.																															
		MAY																															
		JUN.																															
		JUL.																															
		AUG.																															
		SEP.																															
		OCT.																															
		NOV.																															
		DEC.																															

CAT. NO. 1-2005.1 TKP 20039

INC. TITLE

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

TYPIST PLEASE NOTE— THIS SCALE CORRESPONDS TO (PICA) SCALE—SET PAI R GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE WHEN CARD IS TURNED INTO WRITING POSITION. START INDEX (3) POINTS FROM IFT EDGE OF CARD, USE OTHER POINTS OF SCALE FOR OTHER DIVISIONS OF VISIBLE TITLE. SET TABULATORS TO INSURE PERFECT ALIGNMENT OF EAC DIVISION OF INFORMATION. FOLD BACK OR REMOVE STUB AFTER TYPING. USE NEW TYPEWRITER RIBBON.

KARDEX VISIBLE DIVISION REMINGTON RAND —1' DIVISION OF SPERRY RAND CORPORATION 131 PRINTED IN U. S. A.

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VERTICAL FILE

The vertical file is important to libraries for a number of reasons.

1. It can provide up-to-date information.
2. Most materials included are inexpensive.
3. These materials can be handled economically.
4. The librarian can enrich the collection without too much strain on the book budget.

Arrangement of Material

Vertical file material should be kept in manila folders, with subject headings used in the catalog printed on the tab.

Folders are arranged alphabetically by subject.

Preparing Materials

Vertical file materials -- clippings, pamphlets, maps, etc. -- are ephemeral and not too much time ought to be spent on processing them.

The following probably should be stamped on each.

1. Date of receipt.
2. Identification of library.
3. Subject heading.

The librarian should remember that these materials date rapidly, and the collection needs to be updated and weeded regularly.

PART IV

THE USE OF THE LIBRARY COLLECTION

USE OF THE LIBRARY

Books and materials are in a library to be used by the whole community. Every staff member should recognize that routines and expenditures of library funds are directed to that goal.

When a librarian in a small library must spend much of the scheduled hours processing books, he has little time available to work with the community. System membership will allow the librarian contact time since classifying and processing are usually performed at system headquarters.

The following guidelines are important in establishing a library responsive to the needs of the community.

1. Develop a collection that is adequate and appropriate in content for the community interests of all persons.

   The collection should <u>not</u> reflect the librarian's interests at the expense of buying representative materials needed by others.

2. Good public relations (discussed in the administrative section) are essential. Let the people know what the library has to offer by all appropriate means.

3. Make it as easy as possible for the patron to find what he is looking for in the library.

   a. Have the books and other materials organized in a simple logical manner.

   b. Keep the shelves neat and uncrowded.

   c. Label shelves, file drawers, and pamphlet boxes clearly and accurately.

   d. Have directions on use of the catalog, and signs for location of certain parts of the collection, if not shelved, in regular order. Be sure that the signs are neat, legible and attractive. Keep in mind, though, that <u>too many directions or signs can be confusing</u>.

   e. Be on hand to give personal assistance. The librarian and his staff should be approachable and courteous.

4. Take a genuine interest in patrons and their questions. Each person, young or old, is important.

5. Provide up-to-date indexes and reference tools.

6. Give patrons intelligent assistance. Finding the suitable source for the question should be followed by proper guidance as to use of the material.

7. Enable each patron to be as self reliant as possible by showing him how to use reference tools and how to locate materials. Even though most persons prefer to be independent, the librarian ought to be available and willing to assist.

REFERENCE QUESTIONS

The librarian's role in answering reference questions can often be difficult since many patrons are not certain of their needs, or they may be asking for materials in too general terms.

Before the reference search, it is important to know:

1. What the subject is, as specifically as possible.

2. How much information is needed -- a full account or resume.

3. How technical the material should be; that is, whether it should be elementary or advanced.

4. Whether diagrams, illustrations or other special features are needed.

The reference librarian can discover the needs by skillful and tactful questioning.

FINDING THE ANSWERS

Important to any good reference search is the librarian who knows the collection and how to use it. He does not need to know every subject available since the card catalog will be a good first source in checking for a subject or title.

THE CARD CATALOG

The card catalog is an index to the library's collection and is used by both staff and public.

Each book is represented by an author and title card and usually a subject card or cards. These cards can be arranged in one alphabet or divided into two sections: 1. Author and Title; 2. Subject. Or also three sections: 1. Author; 2. Title; 3. Subject.

Whichever is done, the catalog should be kept up to date so that it is an accurate reflection of library holdings.

Another source in checking for titles in the library is The Shelf List.

THE SHELF LIST

The shelf list is arranged in the same order as the books on the shelves. The librarian can use it as a source of checking to determine how many titles are available in the library on one subject.

If the material needed is not available in the library, it could be obtained from areas outside the librarian's own collection. Some sources are:

1. System Headquarters, if the library is part of a system.
2. Neighboring public or school libraries.
3. Special libraries such as industrial, business, law, college or church libraries.
4. Agencies in the community.
5. The State Library.

Wherever the books (or materials) are to be obtained, proper bibliographic information is needed for the request. Common sources of this information are:

1. Books In Print published annually by R. R. Bowker is an author and title list of all of the books in print in the United States.
2. The publications by H. W. Wilson generally referred to as the Standard Catalog Series will also list bibliographic data.

   Children's Catalog
   Fiction Catalog
   Junior High School Library Catalog
   Public Library Catalog
   Senior High School Catalog

If the librarian does not have books on a specific subject, he may have other types of materials to give the patron.

PERIODICALS

Every public library in Michigan has a copy of Reader's Guide to Periodical Literature or the Abridged Reader's Guide to Periodical Literature due to the Michigan Department of Education, Bureau of Library Services's project use of Federal funds.

With this reference tool, it is possible to discover the latest information in print on a variety of subjects in periodicals indexed by the guide. The library may not have all the periodicals, but these articles can be requested from the Michigan Department of Education, Bureau of Library Services. If the articles are less than 50 pages, generally, it will be photocopied and forwarded.

The librarian should understand how to use this index since much valuable reference can be obtained for the inquiring patron.

Other reference books will be in the library. KNOW HOW TO USE EACH ONE. Examine each new title (or an old one already in the collection) when it is received.

1. Look at the title page for the author and publisher.
2. Read the preface, since it is here that the purpose for the book will be stated.
3. Study the table of contents.
4. Check the index for the subjects listed.
5. Read the section on how to use the book.
6. Then by all means look through the whole book.

Encyclopedias, almanacs, etc. should all be studied in this manner.

Be sure that reference books are kept up-to-date. In this rapidly changing world, the library has a responsibility of maintaining a collection which can answer the current questions.

The librarian aware of trends and current news will be able to provide better service.

STIMULATING USE OF THE LIBRARY

Activities for Children in the Public Library

Children are among the heaviest users of public libraries. Recognizing the children's interest in new experiences, the librarian and library board need to plan special services and activities.

1. Select materials appealing to the child. Since children are discovering new books and are curious, the collection should be varied and well written.
2. Assign a member of the staff to work specifically with children. The staff member needs to be interested, sympathetic and attractive to children. If this is not feasible, and every member of the staff must share responsibilities, then careful training of all is necessary. Individual service to the child is important.
3. An area of the library can be set aside for this age group. Furnishing it suitably and good use of color will make it attractive.

4. Story hours for the pre-school and older children may be planned. If no one is available at the library to do justice to such programs, volunteers, carefully chosen and trained, can be used.

5. Programs such as puppet shows, films, records appeal to children. These can be planned by the staff or volunteers.

6. Summer reading programs stimulate reading and interest.

Questions to be Considered in Planning Work with Children

1. Are there children not being reached by the library?

2. If there are disadvantaged or minorities, are these children being considered when materials are being selected and programs are being planned?

   Many times traditional library activities will not be the answer for these children. The librarian and library staff and board need to reevaluate policies, ideas and techniques.

Cooperative Activities

The library cooperates with other agencies in providing service to children. Some of these activities are:

1. Schools

   a. Classes may visit the library giving the librarian an opportunity to introduce the services.

   b. The librarian can visit the school to meet the teachers and the school librarian, tell stories to classes, supply special teachers' requests.

   c. Display school art in libraries.

2. Youth agencies

   a. Story hours at camps, playground or park programs.

   b. Prepare bibliographies or supply materials particularly of interest to the agency worker.

   c. Serve on agency board.

3. Civic groups

   a. Assist in cosponsoring community activities.

4. Youth organizations

   a. Work with leaders or the group supplying materials as they need them.

Young Adults

The young adult represents a large segment of the community and many can still be reached by the library through the school or class visits, and they will come individually for class assignments or reading.

Most small libraries maintain a section of shelves with transitional material for this age group. Hopefully, the librarian has chosen adult materials for the section instead of the many teenage stories.

The young adult has special interests and is unusually curious with much sophistication and maturity. He is very much aware of the realities of life and the librarian mustry to add those items which will allow him to understand and interpret the world.

Program and services should be related to their interests.

Record clubs can be offered with the best of the current music scene being played.

Book discussions, films, and special programs are possibilities, and some of the book discussions can be used for radio programs.

However the library chooses to serve the young adult, the staff must be sympathetic and understanding and willing to experiment with new procedures.

Adult Services

Adults are more difficult to reach because of their numerous activities and often they cannot be identified readily with specific institutions. More concentrated efforts are needed then to stimulate interest. Those adults who do use the library are individuals to be met with pleasant, courteous assistance, if desired, and friendly interest.

To be realistic, there are those who will not be readers, but they may need a reference book on occasion. It is important then to have continued publicity about library services in the newspapers.

However, there are questions a library board and staff should ask:

Are there groups not being reached?

Does the librarian select materials suitable or appropriate to these groups?

Is the library seriously interested in reaching them?

Is any book service available to the handicapped either by a delivery service directed by the library and serviced by Friends of the Library or by collections placed in hospitals?

Does the library staff know the blind and physically handicapped reader? Is he being provided mail service by the Michigan Department of Education, Bureau of Library Services? Are talking book machines available for his use?

Can or has anything been done for the correctional institutions?

Answers to these questions will allow the library board to develop broader concepts and plans for the library to serve the total community.

Certainly library work with adults is not confined to library-sponsored discussion groups and programs. Providing materials, assisting with program planning, preparing lists, working with agencies and institutions are services a library can offer.

Book Talks and Book Reviews

Librarians are expected to discuss books to groups and to review for newspapers. In order to do this well, the librarian must first read and read widely on a variety of subjects.

There are introductions to good book reviewing, but these will not assist him if the librarian does not work on the material and enjoy communicating with groups.

PART V

LIBRARY MANAGEMENT

PUBLIC RELATIONS

A good relationship with the community is essential for any library staff and library board. To be effective in creating this rapport, the staff can try several techniques such as personal contact, service, publicity through newspaper stories and displays, book lists and programs. These are some ways to tell the library story and establish contact with citizens.

Pleasant efficient service is basic to good public relations. Each staff member must remember that the individual coming to the library considers his project of urgent concern and should be treated with consideration.

Children are important and are not to be disregarded.

Also very basic to public relations is an attractive neat library which offers the services the library patron is seeking. Proper maintenance of the collection is one of the librarian's prime duties.

It is not a good library if the librarian insists on keeping dated worn materials, and it is unfair for the patron to be forced to look for useful or desired materials in a poorly maintained collection.

Service to groups both adult and children are part of the library's public relations effort. Story hours, reading clubs, book reviews, film programs are a few of the services mentioned previously and these can be programmed.

The library staff should be alert to the talented person in the community and utilize these talents, adding both to the services and the good relationships.

Reading lists and displays in or out of the library are also ways of reaching groups.

Bulletin Boards

The library bulletin board can be a very versatile means of publicity. It can stimulate interest in selected books or subjects and call attention to resources or services.

To be effective, displays should:

Be simple
Convey one idea
Be timely
Be varied in content and material

Captions and slogans should be brief, arresting and unhackneyed.

Lettering or headlines ought to be visible from a distance -- and readable. Lettering should reflect the spirit of the display.

Color needs to be in harmony or spirit with the message.

Materials for Display

Almost any material can be used if the creator has imagination.

Planning a Display

1. Maintain a tentative calendar, allowing a balance of subjects and avoiding last minute scramble for ideas. Be flexible regarding this calendar. Perhaps a current topic might be more important.

2. Observe advertising ideas.

3. Keep a file of ideas.

4. Accumulate a variety of supplies which can be used.

PUBLICITY

The library staff often has newspapers, radio, TV, church bulletins and other sources available in the library area which can be used for developing the library image.

Thoughtful imaginative preparation is important. New books in the library are to be publicized, but the special happenings, the friends who have done something for the library, services and programs, even problems need to be highlighted. Hours of opening should appear in all columns or brochures.

Whatever is written or spoken is considered publicity and must be done well and with all possible flair.

Other personal contacts, visits to the individual merchant or citizen, are important. Remembering their interests later by a phone call when a new book comes in on their particular field can add much to the developing of good relationships with the community.

However, the first and basic rule for all library staffs to remember should be repeated. Pleasant, courteous, efficient service to all is primary to all good library service.

THE LIBRARY BUILDING

Today public library buildings are planned for many activities and services. Not everyone is fortunate to have a new building. Even so, the librarian should try to make the building as attractive and functional as possible.

The library board and librarian need to look at the library often to evaluate its appearance as well as the services since this is as much a part of public relations as the other library activities.

Maintenance

Daily and periodical maintenance is essential. Cleaning and repairs ought to be part of a regular program, and the library board (or officials) should see that proper custodial service is supplied.

Appearance of the Building

Check the condition of the outside appearance of the building.

Does it need paint?

Is there a sign for the library? Does it need freshening?

What about the entry way? Do the doors open outward? Are the doorways wide enough to allow a wheelchair to pass through? Perhaps a change could be made if the doors are too much of an obstacle.

Interior of the Building

The newer libraries are usually light, well-decorated, airy, and comfortable. In the older libraries, generally, there are more problems and the librarian should check:

1. The Lighting

   Is the library too dark for the reader? The local electric company will be available for advice on the necessary level of lighting.

2. The Furniture

   If new furniture is not possible and the old furniture is dingy or in bad repair, be sure to refinish and refurbish.

3. Appearance

   Are there too many plants, statuary and pieces of bric-a-brac scattered around at the expense of table space and books?

   Does the library need painting? Is the library too institutional looking? If so, why not try bright, cheerful contemporary colors?

   Are the directional signs legible, clean, and attractive? Can the borrowers find what they want?

   If the library is carpeted, are periodic shampooings scheduled?

Much can be done with an old library to create a proper atmosphere for the public. Essential to Public relations is the maintenance of the building.

ADMINISTRATION OF THE PUBLIC LIBRARY

Policy Statements

Many public libraries have written statements or policies to guide them in regard to operation and service. Some of these policies are:

1. Weeding the collection
2. Fines
3. Films

4. Personnel policies

5. Gifts

6. Loan policies

7. Lost and damaged books

8. Book selection

9. Disc recordings

10. Use of meeting rooms

11. Periodicals

12. Non-resident fee

Each policy should be reviewed periodically since policies often change as the library grows and expands its services.

The following samples of policy statement have been taken from several public library manuals.

Discards - Weeding

Obsolescence, damage and normal wear and tear make the discarding of books a continuing process. A careful study of each book is made, especially non-fiction titles, taking into account several factors: number of copies remaining in the library, provision of adequate coverage in the field, other similar material in the collection (especially more recent and authoritative material), and the need for the particular title or subject.

Films

Formally organized groups which have a membership of at least twenty-five and which meet in a public place in Chicago are eligible to borrow films. Films are not let for home use.

The library does not purchase films. It belongs to a film circuit.

Fines

No fines are imposed for overdue items.

A charge of five cents is made for each library day that a book is overdue, including the day the book is returned.

Four cents a day is charged on adult overdue books, two cents a day on juvenile overdue books with a maximum of $1.00, two cents a day on magazines. Total fines never exceed the cost of the book borrowed. Days the library is closed are not counted.

Gifts

The donor of any gift understands that the library reserves the right to assign gifts wherever the need is greatest, or to dispose of them in any other way if they are not acceptable library items.

The library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the library deems best -- by giving them to other institutions, by exchanging them for other books which the library needs, by selling them, or discarding them.

Loan Policies

The usual length of a book loan is two weeks. Magazines, pamphlets, and clippings circulate for seven days.

Books are, in general, circulated for a period of four weeks.

Current fiction is marked 'seven days' and may not be renewed unless the book is over 600 pages. Older fiction and all non-fiction are loaned for two weeks and may be renewed if no requests are on file.

Lost and Damaged Books

The list price is charged for books which are lost or damaged beyond repair.

A book damaged beyond the possibility of repair is treated the same as a lost book. If the exterior only is damaged and the book can be rebound, the cost of binding is collected.

Non-resident Fees

All non-residents of Hamilton County are issued a library card valid for one year upon the payment of a $3.00 fee.

A non-resident who does not pay taxes or work in the city may have a library card upon paying a fee of:

$3.00 for books and records
$7.50 for films, books and records.

Books are loaned free to any resident of the city and to any non-resident who attends or teaches in the schools of this city.

A temporary library card, valid for 30 days, may be issued to a non-resident upon payment of a $1.00 fee.

Periodicals

Periodicals are selected and preserved (1) to supplement the book collection with current material in various subject fields, (2) to preserve periodicals for later reference use. Periodicals are considered for binding only if included in a standard periodical index.

Recordings

Breakage and loss will be charged for at the rate paid by the library. All records are issued for seven days.

Patrons may borrow five albums for one week at no charge. Records may not be renewed.

The library record collection will include chamber music, symphonies, concertos, operas, choral and folk music. Non-musical recordings purchased include documentary, drama, poetry and juvenile stories. The library does not acquire records made for the purpose of assisting the learning of a foreign language; for maximum usefulness the student must own such records.

Reserves

Books may be reserved on the payment of four cents for a postal reserve card. Each title reserved will cost four cents.

Use of Meeting Rooms

The library auditorium and exhibit area are for the use of educational, cultural, civic and governmental groups to conduct non-profit meetings, conferences and exhibits. Political, commercial, or religious meetings are not permitted.

PERSONNEL POLICY

In addition to these operating and service guides every library, regardless of size, should have a written personnel policy which has been adopted by the library board. The following items are among those which should be covered:

1. Salary scale for each permanent position, as well as the scale for substitute pay and temporary appointees.

2. Employee benefits, including raises in pay, insurance and pension plans, vacation and sick-leave allowances, leaves of absence, travel and attendance at library meetings.

3. Protection clauses which guarantee that no one will be dismissed from his position without adequate cause and a fair hearing.

4. Working conditions, including work schedules, holidays, time for meals, rest periods and pay days.

Personnel policies and pay plans should be reviewed periodically in view of changes in library standards, pay for comparable work elsewhere, costs of living, etc.

SAMPLE PERSONNEL POLICY

The following personnel policies for the _____ Public Library have been adopted by the _____ Board of Trustees on _____.
(Date)

Appointment

Employees will be selected solely on merit with due attention to educational, technical, and personality qualifications required for the position. Employees must meet the standards set by the State Board for Libraries. Personal considerations do not enter into selection; nor is there discrimination because of race, creed, sex, marital status, opinions, or beliefs. In general, library board members, or members of immediate families of board members, are not eligible for appointment.

Salary Schedule

The librarian will be employed at the minimum salary rate of _____ (annual, monthly, or hourly) _____ with annual merit increase of _____ per year up to _____, maximum.

The library assistant will be employed at the rate of _____ (annual, monthly, or hourly) _____ with annual merit increase of _____ per year up to _____, maximum.

The library page will be employed at the rate of _____ (hourly).

Substitute help or temporary appointees will be paid at the rate of _____ (hourly) (based on the rate of pay of the entering salary for the position being filled by the substitute.)

Insurance

Permanent employees may secure health, accident, and hospital insurance by making arrangements with _____ (the proper authorities -- as in county or municipal insurance plans).

Retirement

Pension and retirement arrangements are automatically effective for all permanent staff members after _____ years of service. Regular deductions from salary will be made, the amount depending on salary and age. Voluntary retirement may take place at the age of _____, or after completion of _____ years of service. Staff members are automatically retired at age _____.

Annual Leave

Regular staff members are granted _____ working days of annual leave per year, after they have been employed one calendar year. The allowance is pro-rated for employees not employed a full calendar year.

Regular pages are allowed _____ working days per year.

No annual leave or sick leave is given those employed on a temporary or substitute basis.

Holidays falling in a vacation period are not counted against annual leave.

Sick Leave

Sick Leave with pay will be granted to regular employees at the rate of _____ days per year. Unused sick leave may be accumulated up to _____ working days and carried indefinitely.

Illness or Death in Family

Leave with pay is allowed in case of death of a member of the immediate family or household. Leave without pay is allowed in case of serious illness of a member of the family or household.

Jury Duty

Employees who are drafted for jury duty or as a witness in court will be granted leave with pay unless extreme difficulties in schedule make it advisable to ask to be excused.

Meetings, Travel, Workshops, Etc.

Employees are urged to become members of civic and educational organizations and to participate in the work of such organizations to as great an extent as library duties will permit.

Time with pay, including travel time, is allowed employees to attend library meetings, conferences, workshops, and other meetings, as approved by the library board.

Fees or costs of workshops and similar library training courses to be attended by staff members will be paid from library funds.

Extended leaves without pay may be granted to employees to pursue regular courses of study at accredited library schools.

Tenure

Employees are guaranteed that the library will uphold the principles of tenure and intellectual freedom as defined by the American Library Association in its statements, "Tenure in Libraries" and "Resolution in Loyalty Programs."

Dismissal

Dismissals will be only for just cause, and the employee is guaranteed the right to legal counsel in such action. The employee shall be given fair warning if work is unsatisfactory or the good of the service is jeopardized by mental or physical disability or incompetence. At least _____ weeks' notice will be given prior to dismissal.

Working Conditions

Employees will normally work on a _____ days per week schedule.

Employees will not be required to work on the following holidays:

_____	_____
_____	_____
_____	_____
_____	_____

Members of religious groups which have special observances on days other than legal holidays may attend services on annual leave or on leave without pay.

Employees generally shall have one full hour of their own time for meals, and a relief period of fifteen minutes of library time for each half-day scheduled.

Library employees are paid on the _____of each _____.
(month or week)

IN-SERVICE TRAINING

Important to good library service is training of the staff. A librarian works closely with each individual and conducting in-service training sessions. These can be done informally or formally, but philosophy of service, policies, community changes, new materials should be discussed.

JOB DESCRIPTIONS

The librarian and board can create better staff attitudes and working conditions if job descriptions are provided.

Obviously, each library has varying descriptions, and this does not matter. What is important is that each member of the staff spends as much time as po possible working on tasks appropriate for his classification and salary.

The library, probably, should have written job descriptions as well as other policies. These are useful in training new employees and explaining the various positions. The following pages include job description samples.

Immediately following job description samples are schedule samples.

Sample Job Description

LIBRARIAN

I. Basic functions:

Recommends library policies, services, and facilities to the library board. Establishes library methods and procedures. Administers library program and services to meet community needs. Promotes library service to all potential users.

II. Specific functions:

1. Prepares annual budget to meet library requirements.
2. Prepares regular reports of library use and library finances.
3. Selects and procures books, magazines, newspapers, and other materials.
4. Selects and procures supplies and equipment.
5. Organizes collection for efficient use by cataloging, classifying, and processing.
6. Supervises circulation procedures and records.
7. Gives reference and readers' advisory service to adults and juveniles.
8. Keeps collection current and in good condition by regular weeding, replacement, and repair.
9. Cooperates with all community educational and recreational groups and organizations to assist in their projects and programs.
10. Supervises and trains assistants.
11. Assigns and schedules assistants' duties and responsibilities.
12. Plans and conducts reading and study programs for children and adults.
13. Plans and conducts a library publicity program throughout the year using newspaper stories, bulletin boards, special displays, brochures, talks, library open houses, and other promotional techniques.
14. Coordinates program and activities of all departments of the library.
15. Supervises the physical plant of the library to insure safety, efficiency, and usefulness of the building.

III. Special requirements:

1. A broad understanding of library services.
2. Knowledge of library organization, administration, finance, methods, and procedures.
3. Ability to train and supervise professional and non-professional personnel.
4. Ability to deal effectively with officials, co-workers, community leaders, and the library public with tact and courtesy.
5. Should be certified according to Minimum Standards for Systems and Public Libraries as authorized by State Board of Education.

Sample Job Description

ASSISTANT LIBRARIAN
(Cataloger and Children's Librarian)

I. Basic functions:

Aids librarian in planning and conducting a library program to meet the community needs. Is responsible for the library program in the absence of the librarian.

II. Specific functions:

1. Orders library materials and keeps order records.
2. Receives, catalogs, classifies, and prepares new materials for use.
3. Supervises the card catalog files.
4. Prepares budget for library supplies.
5. Selects children's reading materials for purchase.
6. Keeps children's collection in good condition by weeding and by selecting materials for repair and binding.
7. Conducts children's story hour and special reading programs.
8. Orients children's groups in use of the library.
9. Gives juvenile reference and juvenile readers advisory service.
10. Coordinates public library services with schools and children's groups.

III. Special requirements:

1. A broad understanding of library services.
2. Knowledge of library methods and procedures.
3. Ability to deal with co-workers and the public (adults and children) with tact and courtesy.
4. Understanding of child psychology.

Sample Job Description

LIBRARY ASSISTANT

I. Basic functions:

Assists in performing the basic clerical operations of the library.

II. Specific functions:

1. Charges and discharges books and other materials.
2. Keeps circulation records.
3. Sends overdue notices.
4. Helps prepare displays.
5. Types catalog cards, reports, etc.
6. Registers borrowers.
7. Mends books.
8. Shelves books.
9. Files cards and records.
10. Assists patrons in locating materials and in using the library.
11. Reads shelves to keep materials in proper order.

III. Special requirements:

1. Ability to work quickly and accurately.
2. Neat, clean, orderly, quiet.
3. Ability to deal with the public with tact and courtesy.
4. Ability to type accurately.
5. Ability to understand the library's policies and translate them into action.

Sample Job Description

LIBRARY PAGE

I. Basic functions:

Assists in performing basic clerical and labor operations of the library.

II. Specific responsibilities:

1. Shelves books, magazines, and other materials.
2. Packs, unpacks, and shelves materials and supplies.
3. Reads shelves to keep materials in proper order.
4. Dusts and cleans shelves, books, and other materials.
5. Helps prepare displays.
6. Keeps library neat and in good order.

III. Special requirements:

1. Physical ability to carry, reach, bend, stand, stoop, and perform all duties above.
2. Neat, clean, orderly, and quiet.
3. Ability to shelve accurately by alphabetical or numerical sequence.

Sample

LIBRARY DUTIES

	LIBRARIAN	LIBRARY ASSISTANT	PAGE	JANITOR
DAILY	Circulation work Reference and readers' advisory service Inter-library loans Correspondence	Circulation work Keep statistics Type correspondence Reference and readers' advisory service Notify reserves	Shelve books Straighten up library Unpack shipments of books, magazines, etc.	Sweep floors Dust tables and chairs Empty waste baskets Set thermostats Check supplies in rest rooms
WEEKLY	Materials selection Professional reading Cataloging	Mending Cataloging or processing clerical work Filing Overdues	Paste in book pockets Read one area of shelves Dust one area of books and shelves	Scrub rest rooms
MONTHLY	Publicity Weeding of one subject area Reports and records Booklists Orders (materials or supplies) Trustee meetings	Prepare displays Story hours	Help with displays	Wash windows as needed Mop and wax as needed
ANNUALLY	Inventory (adult and juvenile alternate years) Reports, budgets, etc.	Attend workshops and library meetings Help with inventory		
IRREGULARLY	Group orientation Book talks Attend workshops and library and community meetings.	Book talks	Attend library training classes	Clean steps Do minor repairs

Sample

WEEKLY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 - 10		Janitor	Janitor		Janitor	Janitor	Janitor
10 - 11		Janitor	Janitor		Librarian Janitor	Librarian Lib.Asst. Janitor	Librarian Lib.Asst. Janitor
11 - 12		Librarian			Librarian	Librarian Lib.Asst.	Librarian Lib.Asst.
12 - 1		Librarian			Librarian	Librarian	Librarian
1 - 2		Lib.Asst.				Lib.Asst.	Lib.Asst.
2 - 3		Lib.Asst.	Librarian		Librarian	Librarian Lib.Asst.	Librarian Lib.Asst.
3 - 4		Librarian Lib.Asst. Page	Librarian Page		Librarian	Librarian Lib.Asst. Page	Librarian Lib.Asst. Page
4 - 5		Librarian Lib.Asst. Page	Librarian Page		Librarian	Librarian Lib.Asst. Page	Librarian Lib.Asst. Page
5 - 6			Librarian Lib.Asst.		Lib.Asst.		
6 - 7			Lib.Asst.		Lib.Asst. Page		
7 - 8			Librarian Lib.Asst.		Lib.Asst. Page		
8 - 9			Librarian Lib.Asst.		Lib.Asst.		

= Library open: Monday, Friday, and Saturday 12-5 p.m.
Tuesday and Thursday 4-9 p.m.

ANNUAL SCHEDULE

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Annual Report	Supply Order	Fall Reading Lists	Book Order	Furnish-ings Order		Book Order	Inventory (Juvenile one year, Adult the next year)		Book Order		Summer Reading Program
Book Order	Work-shop					Magazine Order			Supply Order		
News-paper Order											

ADMINISTRATION OF FINANCES

Administration of a library involves keeping financial records. Sometimes the bookkeeping is handled by the municipal clerk, county treasurer or treasurer of the library board. The librarian should keep a duplicate set.

Finances must be handled accurately and responsibly.

BUDGET

A first concern is establishing a budget. Most aspects of the operation can be translated into financial terms and a budget represents a library's basic plan of operation.

The librarian ought to have the Library's goals in mind in planning a budget. If there is a significant increase, these funds will need to be justified by some form of memorandum.

The librarian prepares a tentative budget for the library board, and after approval, the budget is presented before town or city officials. The board should present and defend it to the officials with the librarian attending.

The excerpt that follows is from Practical Administration of Public Libraries by Wheeler and Goldhor, Harper and Row, 1962, and can serve as a guide.

TIMETABLE FOR BUDGET PREPARATION

Month by month while a library's records, performance, measurement and control go on, its heads are never oblivious of daily implications for the next budget. Many libraries start eight or ten months ahead to point things toward budget preparation, not leaving everything until the last minute. In reverse order the usual steps would be:

1. Finding out legal or customary date for presenting budget to town or city officials for consideration.

2. At least a month before that, the trustees should have a finished draft to study and discuss, to permit alterations or complete re-drafting.

3. Several weeks previous to that, the trustees' finance committee or chosen member will go over all budget details with the librarian, to help shape things up.

4. Before that, the librarian and board need to discuss the next budget in a preliminary way as to policies and major additions, and make a rough estimate of the total. Salaries are the chief item: "The board considers our salary schedule in advance; once this is decided, the rest goes through more easily." This is where a careful one-year plan shows its value, especially as to needed personnel; this avoids drastic requests and is a simplified form of program budgeting discussed under the next heading.

5. Having set a date for this preliminary shape-up, set a date at least a month previous to item 4 for all pertinent data to be assembled, studied and put into rough shape.

6. Notify heads and colleagues far enough before so that they can study and prepare their departmental estimates of needs. Give careful instructions as to itemizing their portion of the budget, warnings as to economy, details as to what facts are needed.

7. First of all, determine whether the budget forms and sequence of items used the previous year are to be followed, or essential changes made in presentation. It is good policy, whether required or not, to use regular local municipal budget forms and procedures. The library can then say that its budget is as systematic and revealing as that of other departments, that its cards are on the table.

* * *

Petty Cash

Time is saved if the librarian has a petty cash fund. This is maintained for unexpected small expenses. Accurate records should be maintained so that disbursements equal the actual amount in the fund and should not be disbursed without authorization by the librarian.

Financial Records

The reports to be maintained on financial matters should be clear, accurate and as simple as possible.

Samples of these are placed on the following pages.

Sample

ANNUAL FINANCIAL RECORD - RECEIPTS

Fiscal Year _____

Balance on hand	_____
Tax appropriation from Michiganville village	_____
State aid	_____
Federal aid	_____
Penal fines	_____
Fines and fees	_____
Contracts	_____
Miscellaneous	_____

Sample

Monthly Financial Statement through _____

Income	Anticipated Annual Income	Received by (date)	Received in (date)	Received by (date)
Balance				
Tax appropriation				
State aid				
Federal aid				
Penal fines				
Fines & fees				
Miscellaneous				
Contracts				
Total Income				

Expenditures	Annual Budget	Balance on (date)	Spent in (date)	Balance on (date)
Salaries; librarians				
Salaries; maintenance				
Books & periodicals & newspapers				
Binding				
Supplies & postage				
Employee retirement				
Furniture & equipment				
Utilities				
Insurance				
Building maintenance				
Travel & workshop				
Miscellaneous				
Total expenditures				
Net balance				

Sample

ANNUAL FINANCIAL RECORD - EXPENDITURES

(shown in month the fund was encumbered)

Fiscal Year_____

	LIBRARIAN	LIBRARY ASSISTANT	PAGE	JANITOR	BOOKS	MAGAZINES & NEWSPAPERS	FILM & PHONO-GRAPH RECORDS	BINDING	EQUIPMENT	UTILITIES	BUILDING MAINTENANCE & REPAIR	INSURANCE	SUPPLIES	TRAVEL & WORKSHOP	MISCELLANEOUS	TOTAL
July																
August																
September																
October																
November																
December																
January																
February																
March																
April																
May																
June																
TOTAL																

Sample

BUDGET

FISCAL YEAR _____

Salaries:	
Librarian	_____
Library Assistant	_____
Page	_____
Custodian	_____
Library Materials:	
Books	_____
Magazines and Newspapers	_____
Film circuit membership	_____
Binding	_____
Recordings	_____
Equipment and Furnishings	_____
Operation:	
Heat, light, water	_____
Telephone	_____
Building maintenance and repair	_____
Insurance	_____
Library supplies	_____
Travel and workshops	_____
Total	_____

REPORTS

Another aspect of administration is writing reports. Some of the reports the librarian must make are:

To the local library board*

1. Monthly report.
2. Annual report.

*The library board's report to the governing authority is based upon these reports.

To the Michigan Department of Education
Bureau of Library Services

1. Public Libraries Statistical Report.
2. Library State Aid Application.
3. State and Federal Aid to Public Libraries - Expenditure Report.
4. Legal Organization.
5. Salary Report.
6. Friends of the Library Report.
7. Application for Librarian's Certificate.

Every report ought to include the date, distribution and source, and a copy should be retained for the library file.

This is true with financial records as well.

FURNITURE AND EQUIPMENT

Maintaining records of equipment and furniture is recommended, and the information would include data on furniture, shelving, office equipment, book trucks, bookmobiles, etc.

Date of purchase, cost, source are important for insurance purposes and valuable when replacements are being considered.

Service Records

In general, service statistics are recorded daily, compiled monthly, and reported annually to the board of trustees. Service records will include:

Library Collection

	Adult	Juvenile	Total
1. Number of volumes at beginning of year	____	____	____
2. Number of volumes added during year	____	____	____
3. Number of volumes lost or withdrawn during year	____	____	____
4. Number of volumes at end of year	____	____	____
5. Number of new titles added during year	____	____	____
6. Periodical titles currently received	____	____	____

8. Films _____

9. Filmstrips _____

10. Recordings _____

Circulation

The circulation record is a daily, monthly and annual cumulative account of adult and juvenile loans. Records are also kept of books loaned to and borrowed from other libraries, the State Library and any system book pool. Libraries customarily spot check to find out how much circulation is accounted for by fiction, non-fiction, non-fiction in the various Dewey classes, etc.

Circulation of Materials

Registration of Borrowers

These procedures vary among libraries. Some maintain registration cards for borrowers which are then renewed after a certain time limit. Other libraries require reregistration only when change of address is required.

This system proves useful if there is a need for statistical records.

However, many libraries have eliminated registration and instituted circulation systems which require identification (such as a driver's license) of the borrower at each transaction.

In a small community, the first method is considered simpler and more practical.

Non-Resident Borrowers

Non-resident borrowers often are charged for use of library facilities. However, many libraries belonging to systems have reciprocal borrowing privileges.

Fines for Overdue Books

Some libraries now are not sure that fines are necessary. Many are experimenting and are not charging for overdue books.

Others are convinced the policy of fines is essential.

This is a decision which each library board will have to make.

Reserve Books

Many libraries take reserves on new titles and charge a fee for this service. Patrons are notified by card or telephone when the book has been received.

Copying Machines

Rapid copying machines are being placed in many libraries -- large and small. There are several reasons for the usefulness of such an installation since it

1. Expands the usefulness of the collection -- in particular the periodicals.

2. Hopefully, it curtails some theft and mutilation.

The problem of copyright is being debated and whether this will affect the librarian is not certain at this time.

Activities

The library should record its activities, including discussion groups, film and record programs, teen-club activities, story hours, summer reading programs, program planning meetings, visits to schools, class visits to the library, service to hospitals and shut-ins, contacts with community groups, etc.

CONCLUSION

The traditional "Tools" of the library profession have been books. The librarian needs to work with them intelligently so that he may serve the patron and the community.

Hopefully, the librarian enjoys the books as well. Reading the material he has selected can be considered as important as knowing the library's policies and routines.

If a librarian enjoys reading for pleasure and for the development of that curiosity so essential to good library service, this interest is easily communicated to the staff and to the public.

Today, the librarian has the added responsibility of selecting non-book materials. With the increased use of media in schools and every day life, public libraries can now be expected to offer audio-visual materials as added services.

Budgetary problems will dictate the type and amount but many libraries consider framed pictures, recordings, film strips, films, cassettes, as natural items to be included in selection of materials.

Choosing those materials of interest to the community, plus good service to the person requesting it and cooperative efforts with other agencies are all necessary in creating a center for all citizens.

Striving to make the library important to everyone in the community ought to be the goal of the librarian, staff, and library board.